CROWN INSTITUTE OF HIGHER EDUCATION

PROSPECTUS

www.cihe.edu.au

FROM POSSIBILITY TO ACTUALITY

Learn Today, Lead Tomorrow

Welcome to CIHE

CIHE Leadership Team

Professor John Gray
Chair of Board of Directors

It gives me great pleasure to introduce you to Crown Institute of Higher Education through this Prospectus. We are honored that you are considering pursuing your educational and career goals with us. Our two Bachelor courses in Accounting and Entrepreneurship and Innovation are designed to provide you with the most up-to-date knowledge and skills so that you will be 'work ready' graduates. We pride ourselves in providing each of our students with a caring and supportive educational environment.

We are registered as a Higher Education Provider and our Bachelor degrees are accredited by the Australian Government's Tertiary Education Quality Standards Agency (TEQSA). Our staff are highly qualified professionals with a commitment to our vision to offer you a transformative education that includes theoretical and practical knowledge and to our values of integrity, collegiality and free intellectual inquiry. Our goal is that CIHE is experienced as a community of learning involving all students and staff.

We all look forward to you joining Crown Institute of Higher Education.

Professor Milé Terziovski
Chair of Academic Board

As Chair of the Academic Board of Crown Institute of Higher Education, it is my pleasure to welcome you to CIHE. It has been a rewarding experience personally to work with a diverse group of colleagues on the AB from several leading universities. Our vision is to work together with students to help them achieve their dreams and aspirations. You will be pleased by the personalised nature of our teaching and learning model. You will be entering a Higher Education Institution where everyone will know your name and will take a personal interest in your success and future career goals. You will be delighted with our small class sizes and the close relationships that will develop between academic and professional staff and students. The curriculum has been designed in collaboration with leading academics from reputable Australian universities and industry representatives from some of Australia's most innovative companies.

We will nurture a professional identity for you, and you will graduate with the ability to succeed in a rewarding career. I am confident that you will find the student experience rewarding at CIHE.

Professor Grant Jones
Dean

I am very pleased to welcome you to Crown Institute of Higher Education. You have made a sound choice for your undergraduate study. All of us here at Crown Institute of Higher Education want to ensure that your time studying with us is enjoyable and rewarding.

Research in adult education has demonstrated that a key determinant of student success is a close, professional relationship with the staff. You will find that here everyone knows your name.

As the leader of Crown Institute of Higher Education's academic team, it is my goal to ensure that you have the best learning experience that we can provide. Our team includes professionals across teaching, research knowledge management and language development who can provide the support that enables you to fully apply yourself to your educational and professional development. I am looking forward to working with you on your educational journey.

Narayan Tiwari
CEO

It is with great pleasure that I welcome you to Crown Institute of Higher Education (CIHE). I am honoured to be given this opportunity to lead CIHE in providing an exceptional educational experience for our students.

Crown Institute of Higher Education is a passionate provider of quality higher education and offers outstanding support to students. We endeavour to provide individuals of all cultures the opportunity to live and learn in harmony and to encourage and empower students to realise their full potential. At CIHE, we believe that students deserve a quality education to guide them through their chosen career path, and we ensure this is achieved by providing highly qualified and industry experienced lecturers, plentiful resources and an abundance of support. With smaller classroom settings, we believe students will be able to develop their communication and other employability skills needed for the 21st century workforce. Our class settings are workshop based consisting of 30 students per class, so lecturers have the opportunity to focus on each student individually and gain an insight in their progress throughout the course. We plan to educate our students to be responsible adults who understand the community around them and to be global citizens.

CIHE also offers pathways from Diplomas and Advanced Diplomas in accordance with Australian Qualifications Framework (AQF) requirements. Students at CIHE will receive an education that offers beyond comparable opportunities to excel in a supportive yet challenging environment.

I am looking forward to welcoming you to Crown Institute of Higher Education.

Why CIHE?

- Small classes and individual attention
- Very low student-teacher ratio
- One-on-one assistance with English language development
- Dedication to success for our students
- Industry linkages
- Support for transition into your career

- PhD-qualified academic staff chosen for
  - their outstanding teaching performance,
  - leadership in their respective fields and
  - the joy they get by seeing others succeed
- Assistance with employment after graduating
- Centrally located with good public transport links

We Support You

At CIHE, supporting our students' success throughout their studies is our highest priority. We provide on-campus one-on-one and workshop-based language and learning support. If you are having difficulties with your studies, we're here to help. Your course coordinator can help with all sorts of things from the structure of the course or unit and your progress to assessment issues.

Our Campus

The Crown Institute of Higher Education campus is located in North Sydney on Sydney's beautiful harbour. Our campus is designed to engage students in their learning and to get them working together. Our student cohorts are small, so you can get to know people and experience the rewards of working and socialising with others.

The CIHE campus has a suite of fully equipped classrooms designed for small group engaged learning. There are well equipped areas for personal or group study and lots of opportunities to interact with staff and your fellow students online.

Your learning experiences at Crown Institute of Higher Education will be:

Well Structured

Well structured, creative, research-driven – making sure your education is current and future-oriented.

Engaging

Personally engaging and supportive – we provide extensive learning support to students so that they can thrive!

Experience Infused

Be infused with well structured practical experience – so you can develop the skills that will make you employable.

Supportive

Support you in approaching life as a collaborative, rich learning experience.

Library Facilities

CIHE has a modern library with multiple copies of prescribed and recommended texts and readings for each unit of study for all courses. Students will have online access to teaching resources, databases and articles for learning.

Live and Study in Sydney

Sydney enjoys a sunny climate with mild winters and warm summers. Concerts, theatre, film and many other cultural and art events take place in Sydney.

There is always something to do!

Sydney offers:

- A fun place to live
- Multicultural society
- Excellent climate
- Plenty to see and do around the city
- Welcoming and diverse communities
- Greater public safety

Living Costs

To find out how much it costs to live day-to-day in Sydney, check the following site: http://insiderguides.com.au/cost-of-living-calculator/

Accommodation

You can find many different types of accommodation in Sydney – rental accommodation, shared accommodation and homestay. Check this website for more details - http://insiderguides.com.au/category/accommodation/

Transport

Public transport is clean, efficient and reliable in Sydney. The Opal card makes public transport very easy and accessible. It can be used on ferry, train, light rail and bus services.

Social

To keep up to date with events happening around Sydney, go to - https://whatson.cityofsydney.nsw.gov.au

Bachelor of Accounting

CRICOS Course Code: 099311M

The Bachelor of Accounting is a three-year full-time (or part-time equivalent) qualification designed to enable students to acquire a broad and coherent knowledge of the key theories and practices that underpin the accounting profession as it operates in dynamic business contexts.

COURSE STRUCTURE

Semesters 1 & 2

Year one of the course introduces students to the principles of management and effective business communication. Students study commercial law and business statistics to complement studies in accounting for decision-making and economics. Year one also lays the foundation for ethics in business which is enhanced progressively over years two and three.

Semesters 3 & 4

Year two of the course further develops students' knowledge and understanding of financial accounting, management accounting, corporate finance and accounting information systems. These units are complemented with studies in taxation law and corporate law. Year two also offers a range of electives for students to choose from.

Semesters 5 & 6

Year three of the course aims to further consolidate the students' knowledge and understanding of accounting theory and practice. Students will study auditing and advanced financial accounting. These units are complemented with the study of the digital economy, leadership and change management and international business. Additionally, students study three electives to complement their areas of interests and professional preparation.

Semester 1	BUS101 Business Communication	BUS102 Management Principles	BUS103 Accounting for Decision Making	BUS104 Statistics for Business
Semester 2	ACC101 Accounting Practice *(Pre-requisite: BUS103 Accounting for Decision Making)*	BUS105 Economics	BUS107 Business Ethics	LAW101 Commercial Law
Semester 3	ACC201 Accounting Information Systems (Pre-requisite: ACC101 Accounting Practice)	ACC202 Financial Accounting (Pre-requisite: ACC101 Accounting Practice)	ACC203 Corporate Finance *(Pre-requisites: BUS103 Accounting for Decision Making)*	LAW201 Corporate Law *(Pre-requisite: LAW101 Commercial Law)*
Semester 4	ACC204 Management Accounting *(Pre-requisite: ACC101 Accounting Practice)*	LAW202 Taxation Law *(Pre-requisite: ACC101 Accounting Practice)*	Level 200 Elective	Level 200 Elective
Semester 5	BUS301 The Digital Economy	BUS304 Leadership and Change Management *(Pre-requisite: BUS102 Management Principles; BUS106 Introduction to Marketing Channel Relations)*	Level 300 Elective	Level 300 Elective
Semester 6	ACC302 Auditing *(Pre-requisite: ACC101 Accounting Practice)*	ACC303 Advanced Financial Accounting *(Pre-requisite: ACC202 Financial Accounting)*	BUS303 International Business (BUS105 Economics)	Level 300 Elective

The suite of electives in the Bachelor of Accounting is designed to enhance students' preparedness in their work as professional accountants in the contemporary, dynamic world of business innovation as it is impacted and changed by digital technology and the rise in entrepreneurial business activity.

ELECTIVES

200 Level Electives

BUS201 Organisational Behaviour (Pre-requisite: BUS102 Management Principles)
BUS202 Business Planning (Pre-requisites: BUS103 Accounting for Decision Making; BUS106 Introduction to Marketing)
BUS203 Small Business Management (Pre-requisite: BUS103 Accounting for Decision Making; BUS106 Introduction to Marketing)
ENT101 Introduction to Entrepreneurship and Innovation
ENT102 Creativity and Innovation for Business
ENT201 Practices of Entrepreneurship
ENT202 Corporate Entrepreneurship and Innovation (Pre-requisites: ENT101 Introduction to Entrepreneurship and Innovation; ENT202 and Innovation for Business)

300 Level Electives

ACC304 Advanced Management Accounting (Pre-requisite: ACC204 Management Accounting)
ENT304 Integrated Marketing Communications (Pre-requisite: BUS301 The Digital Economy)
ENT307 Services Marketing (Pre-Requisite: BUS106 Introduction to Marketing)
ENT308 Intellectual Property and Commercialisation (Pre-requisites: LAW102 Commercial Law for Entrepreneurs and BUS203 Small Business Management)

GRADUATE OUTCOMES

We aim to prepare you for a smooth transition into your chosen profession. In addition to core accounting units of study, students will study a range of core and elective units to complement and enhance their professional and personal development. These units have been scaffolded at different levels throughout the course to provide a balanced and systematic development of attributes to develop critical and independent thinking, to support professional work and personal development and as a pathway for further learning.

CAREER OPPORTUNITIES

A graduate of the Bachelor of Accounting will be well placed to undertake professional association study to become eligible to work as a professional accountant. Once qualified as a professional accountant, you may work in a range of workplace contexts and environments. Some possible career opportunities for qualified professional accountants are:

• Taxation
• Management consulting
• Information management
• Financial management
• Information technology
• Management accounting

• Financial accounting
• Internal and external auditing
• Product planning and marketing
• Budget planning and control
• Electronic data processing and cloud accounting

MODES OF STUDY AND ASSESSMENT

At CIHE we provide workshop-based engaged learning.

All our units involve participation in 3 hours of on-campus workshops per week for 12 weeks. Each week's workshop will require preparation – reading, activities and online work.

All our units are supported by the online learning management system – Moodle.

We use a range of assessment tasks at CIHE to help you monitor your learning – quizzes, group work, case-studies and scenario-based activities, reports and exams. Throughout the course, achievement of learning outcomes will be assessed through a range of formative and summative assessment activities. Lecturers will aim to provide timely and constructive feedback to support the success of students in the achievement of learning outcomes and to acquire the necessary attributes that will distinguish them as a graduate of CIHE.

CREDIT FOR PRIOR LEARNING

Crown Institute of Higher Education grants credit towards a course of study on the basis of prior learning, whether from formal studies or professional work experience. This will ensure that students commence study at a level appropriate to their prior learning experiences so that they are not required to repeat prior learning.

Bachelor of Entrepreneurship and Innovation

CRICOS Course Code: 099312K

The Bachelor of Entrepreneurship and Innovation is a three-year full-time (or part-time equivalent) qualification designed to enable students to acquire knowledge of the concepts and theories of entrepreneurship and innovation and to apply them professionally and ethically in dynamically evolving business and commercial contexts locally and globally.

COURSE STRUCTURE

Semesters 1 & 2

Year one of the course provides an introduction to the theory and practice of entrepreneurship and innovation, accounting and marketing. Students study economics, business communication and business ethics and are introduced to the principles and practices of creativity and innovation in a business context.

Semesters 3 & 4

Year two of the course provides opportunities to broaden and deepen their understanding of entrepreneurship and disruptive innovation and what is involved in starting and building a business. These units are complemented with studies in business planning, the digital economy, and corporate entrepreneurship and innovation. Students study organisational behaviour and become familiar with the commercial law that governs entrepreneurial activity.

Semesters 5 & 6

Year three of the course aims to consolidate and further deepen the students' knowledge and understanding of financial management, leadership for change, intellectual property and commercialization and integrated marketing communications. Students can select from electives in international business, global entrepreneurship, social entrepreneurship, and services marketing to broaden their understanding of the local and global business environment. The third year culminates in the capstone unit, Entrepreneurial Project, in which students are mentored through a business incubation process where they research, plan, launch and grow a new business venture.

Semester 1	BUS101 Business Communication	BUS102 Management Principles	BUS103 Accounting for Decision Making	ENT101 Introduction to Entrepreneurship and Innovation
Semester 2	BUS105 Economics	BUS106 Introduction to Marketing	BUS107 Business Ethics	ENT102 Creativity and Innovation for Business
Semester 3	ENT204 Disruptive Innovation (Pre-requisites: ENT101 Introduction to Entrepreneurship and Innovation; ENT202 Creativity and Innovation for Business)	BUS201 Organisational Behaviour (Pre-requisite: BUS102 Management Principles)	BUS202 Business Planning (Pre-Requisites: BUS103 Accounting for Decision Making; BUS106 Introduction to Marketing)	ENT201 Practices of Entrepreneurship
Semester 4	ENT202 Corporate Entrepreneurship and Innovation (Pre-Requisites: ENT101 Introduction to Entrepreneurship and Innovation; ENT202 Creativity and Innovation for Business)	BUS301 The Digital Economy	BUS203 Small Business Management (Pre-Requisites: BUS103 Accounting for Decision Making; BUS106 Introduction to Marketing)	LAW202 Commercial Law for Entrepreneurs
Semester 5	BUS304 Leadership and Change Management (Pre-requisites: BUS102 Management Principles; BUS201 Organisational Behaviour)	ENT301 Finance for Entrepreneurs (Pre-Requisites: LAW202 Commercial Law for Entrepreneurs and BUS101 Accounting Practice)	Level 300 Elective	Level 300 Elective
Semester 6	ENT308 Intellectual Property and Commercialisation (Pre-Requisites: LAW102 Commercial Law for Entrepreneurs and BUS203 Small Business Management)	ENT304 Integrated Marketing Communications (Pre-Requisite: BUS301 The Digital Economy)	ENT309 Entrepreneurship Project (Pre-Requisites: ENT201 Practices of Entrepreneurship; BUS202 Business Planning; BUS106 Introduction to Marketing)	Level 300 Elective

ELECTIVES

300 Level Electives

BUS303   International Business *(Pre-requisite: BUS105 Economics)*
ENT303   The Global Entrepreneur *(Pre-requisite:ENT201 Practices of Entrepreneurship)*
ENT306   Social Entrepreneurship *(Pre-requisite:ENT201 Practices of Entrepreneurship)*
ENT307   Services Marketing *(Pre-requisite:BUS106 Introduction to Marketing)*
ENT305   Product Launch, Promotion and Growth *(Pre-requisites: BUS106 Introduction to Marketing; BUS301 The Digital Economy; BUS202 Business Planning; ENT304 Integrated Marketing Communications)*

GRADUATE OUTCOMES

A graduate of the Bachelor of Entrepreneurship and Innovation will be industry-ready to contribute to the Australian and global economies through the entrepreneurial deployment of business innovation. Whatever the career choice of a graduate of the course, they will be equipped with the knowledge, skills and attributes to be an entrepreneur - thinking creatively and acting innovatively.

CAREER OPPORTUNITIES

Some possible career opportunities for a graduate of the Bachelor of Entrepreneurship and Innovation are:

• Public, Private or Non Government Sector Management
• Management Consulting
• Analyst Business Administration
• Business Ownership
• Venture Capital Analysis
• Change Management
• Product Development

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Admission Requirements

To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:

Domestic applicants:

• Successful completion of Year 12 or equivalent; or

• Successful completion of an equivalent secondary qualification either interstate or overseas (in English or see below); or

• Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian university; or

• Satisfactory completion of one year of accredited full time study at a registered institute of tertiary education at AQF level 4 or above;

• Admission to candidature for an undergraduate degree at an Australian University.

International applicants:

• Students whose first language is not English must demonstrate competency in the English language. English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result of 6.0 (no band lower than 5.5 and writing at 6 or above) or equivalent English language test such as TOEFL or PTE.

Other acceptable evidence of English proficiency includes:

• Completion of secondary education/undergraduate degree via the medium of English; or

• Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years); or

• Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years); or

• Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).

International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course. In addition, all students (domestic and international) must be 18 years of age or over at the time that they commence the course for which they have applied.

How to apply

Step 1

Complete the application form. Application forms can be found on our website: www.cihe.edu.au

- Offshore international students must apply through an authorised CIHE agent.
- To find a list of our approved agents, please visit www.cihe.edu.au
- Some offshore students will be requested to complete an additional GTE form, which is available on CIHE's website. The Registrar will inform agents if this extra step is required.

Step 2

Provide certified copies of the following documents:

- Academic transcripts and certificates translated into English (if applicable)
- Evidence of English language proficiency
- Passport and visa (if applicable)

Step 3

Submit your application:

- By an authorised education agent
- By email: admissions@cihe.edu.au
- In person or by post to:
  116 Pacific Highway, North Sydney NSW 2060

Step 4

CIHE will assess the application and will notify you of the outcome. Accepted students will receive a Letter of Offer and Written Agreement.

Step 5

To enrol in the course, students must sign the Letter of Offer and Written Agreement and submit the payment as specified therein.

Step 6

International students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa. It is mandatory that international students have current Overseas Student Health Cover (OSHC) before coming to Australia. Our Admissions staff can assist you with organising OSHC.

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P: 1300 171 094
E: info@cihe.edu.au   W: www.cihe.edu.au
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